

POLICY

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that youth will have reasonable access to telephones.

PURPOSE

This policy states the minimum requirements for the youth's use of the telephone.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility is required to develop and implement standard operating procedures (SOPs) relative to the use of telephone by youth. At a minimum, these SOPs must contain the following requirements:

**Access to
Telephone and
Authorized
Charges**

Youths in residential care programs are permitted access to telephones.

- Youths are permitted to make at least two (2) telephone calls per week to parties approved by the youth, parents, JJS, CMO worker, or probation officer at established times.
 - An approved list of incoming and outgoing telephone calls is readily available to program staff.
 - Facilities will allow for reasonable privacy of telephone calls within program parameters.
 - Staff will not listen to an outside party's portion of a telephone conversation without the outside party's consent or a court order.

Charges

When a call is an emergency or is necessary for treatment purposes, the youth group leader or clinical social worker may authorize a call at state expense.

All other calls are made collect or on a prepaid telephone card.

Incoming calls are paid by the caller.

Limitations on telephone usage Include:

- Specific hours of telephone availability.
- The minimum and maximum length of calls.
- Any other limitations on telephone calls.

AUTHORITY

Social Welfare Act, MCL 400.115a(1)(l)